

# STATE OF HAWAII

## HOUSE OF REPRESENTATIVES

Twenty-second Legislature

**Seeking energetic, outgoing and team-oriented individuals interested in participating in the legislative process. The following positions are for the 2004 Legislative Session.**

### **COMMITTEE CLERK/LEGISLATIVE AIDE**

Temporary full-time positions.

Requires strong writing and communication skills and the ability to handle confidential matters. Will coordinate committee hearings, process correspondence and digest legislation. Strong skills in Microsoft Word and familiarity with Microsoft Access and the legislative process preferred, but not necessary.

### **LEGISLATIVE ATTORNEY**

Temporary full-time positions.

Requires strong writing and legal research skills. Will draft bills and other legislative documents, and respond to legal opinion requests as assigned. Must be licensed by the Hawaii State Supreme Court. Strong skills in Microsoft Word and familiarity with Microsoft Access and the legislative process preferred, but not necessary.

### **PROGRAM BUDGET ANALYST**

Temporary full-time positions.

Requires strong writing and communication skills. Must be able to perform research and work with numbers. Long hours and flexibility also required. Familiarity with Microsoft Excel, Microsoft Word, and databases preferred.

### **CLERK/DATA-ENTRY CLERK**

Temporary full and part-time positions.

Must be able to type at least 40 wpm and deal with a variety of clerical tasks. Should possess knowledge of standard office procedures, office practices, and communication skills. Word processor typing skill assessment may be required. Strong Microsoft Word skills preferred.

### **RECEPTIONIST**

Temporary full and part-time positions.

Must have excellent communication and customer service skills with pleasant telephone etiquette.

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Submit Resume with Cover Letter to:  
**HOUSE CHIEF CLERK'S OFFICE**

Attn: Tammy

State Capitol, Room 027

Honolulu, HI 96813

Fax: (808) 586-6401

E-mail: [resume@capitol.hawaii.gov](mailto:resume@capitol.hawaii.gov)

**(NO PHONE CALLS PLEASE)**

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